



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: ASSOCIATE PERSONNEL ANALYST
325-001-5142-001

DIVISION: ADMINISTRATION / TECH DIVISION

SALARY: \$5694 - \$7114

FINAL FILING DATE: FEBRUARY 15, 2024

Duties and Responsibilities:

Independently performs all payroll transactions for the Commission. Processes and maintains all transactional documents pertaining to personnel requests, appointments, separations, benefits, and miscellaneous payroll. Consults with management on salary determinations for staff. Independently maintains complex position control functions, including position information and position history. Maintains records retention for all personnel documents. Consults with, advises, and makes recommendations to management on personnel policies, standards, rules, and procedures. Advises management on procedures and guidelines pertaining to personnel transactions. Analyzes and makes recommendations for improvements in the personnel program of the agency.

Independently maintains the California Leave Accounting System (CLAS) by providing a variety of personnel-related functions and services, which include the following: daily attendance tracking/leave balance accounting, position control, including position information and position history. Prepares monthly reports pertaining to civil service leave balances and distributes them to Commission supervisors. Acts as a liaison of the new California State Payroll System (CSPS) Project.

Maintains the classification and pay plan of the agency and makes recommendations to management on the establishment or abolishment of classes. Advises management on the revision of class specifications, salary range, and salary adjustment for individual employees. Interprets, analyzes, and applies all laws and rules governing state civil service.

Advises employees on benefits eligibility and eligibility for making changes to benefits, composes memos to employees regarding benefit changes and new benefits, and processes all benefits documents, including the processing of health enrollment forms through the CalPERS system.

Performs hiring processes by composing and distributing job bulletins, checking the availability of current employment lists or appropriate lists from other departments using the ECOS On-Line System, confirm applicant eligibility for appointment. Process employment list certification through the ECOS On-Line Certification System. Independently conducts orientation for all new employees, civil service, and exempt.

Functions as FMLA coordinator, Worker's Compensation coordinator, and Catastrophic Leave coordinator. Researches, analyzes, develops, publishes, and implements departmental policies and procedures for FMLA, Worker's Compensation, Non-Industrial Disability Leave, State Disability Insurance, Catastrophic Leave, etc. Functions as Commission liaison with CalHR, SPB, and SCO for all human resource needs.

Creates, maintains, and updates desk manual procedures manual. Coordinate and facilitate compliance with laws regarding mandatory Sexual Harassment training for Managers and Supervisors. Special Projects and annual compliance reporting such as Workforce Analysis, Schedule 8, Language Survey, etc.

Who May Apply: FPPC individuals who have list eligibility for appointment to the above class..

How to Apply: If you wish to be considered for this position, please apply at:
<https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=414184> or forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission
Personnel Office
1102 Q Street, Suite 3050
Sacramento, CA 95811

Contact: Pennie Conroy, (916) 327-8692

01/25/2024

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.